

Youth Symphony of Kansas City Employment Opportunity



Youth Symphony of Kansas City is pleased to welcome applicants for the newly-created full-time position of General Manager.

Candidate Summary

Organized, professional and personable. Solver of puzzles and riddles. You are highly skilled in communicating complex details in a clear and concise manner. Spreadsheet and self-proclaimed data nerd. Scheduling savant. You relish the sweet sounds of a dynamic rehearsal or concert going off without a hitch and are passionate about the opportunity for kids to thrive through music education.

Position Summary

The General Manager ensures the smooth operations of logistical aspects that are critical to the programming and administrative success of Youth Symphony of Kansas City. This position requires exceptional communication skills and organizational skills, and the ability to handle sensitive financial and HR-related data in a confidential manner. Notably, this individual is responsible for oversight of all logistical aspects of the Youth Symphony of Kansas City's program activities, including rehearsals, concerts and other public-facing events.

Organization Summary

Youth Symphony of Kansas City is a professional arts organization focused on youth, with a mission to challenge, educate and inspire students through meaningful and enriching musical experiences. Through its full orchestras, large ensembles, chamber groups and in-school programs, approximately 400 students participate annually, bringing live symphonic music to more than 15,000 each year in concerts throughout the Kansas City Metropolitan Area.

Students from fifty-six communities across Kansas and Missouri audition to participate in the program, where they rehearse weekly and perform concerts for community-wide audiences in cherished venues such as Helzberg Hall at the Kauffman Center for the Performing Arts and Yardley Hall at the Midwest Trust Center, among others. In addition to 66 years of music education and performance throughout the Kansas City region, the organization has a long history of domestic and international touring. Tour destinations have included Spain, Canada, Ireland, Austria and, most recently, a performance at Carnegie Hall in 2022. In June 2025, the Youth Symphony Touring Orchestra travels to the United Kingdom for performances and stays in Grantham, Lincoln and London.

As a non-profit organization, Youth Symphony of Kansas City is governed by a Board of Directors and supported financially through a combination of program tuition along with charitable support from foundations, individuals, corporations and local/regional government. Since its founding in 1958, the organization has impacted the lives of more than 11,000 alumni.

Youth Symphony of Kansas City

Position Description



Position Title: General Manager
Structure: Full-time, exempt
Supervisor: Executive Director (CEO)

Organizational Efficacy

- Coordinate and implement office systems and operations related to administrative support, CRM database management, general development and fundraising support, and day-to-day public correspondence
- Maintain and organize office operations, supplies, procedures and policies
- Maintain and organize all organizational records, both physical and electronic

Program Logistics and Production

- Serve as primary point of contact for external venue staff and third-party contractors for all program activities
- Review and negotiate, in consultation with Executive Director, all licensing agreements entered into with external venues
- Initiate production meetings with venue staff and YSKC staff in advance of events to confirm all logistics (headcount, stands, chairs, equipment and run-of-show)
- Coordinate concert ticketing logistics with venue; or, as relevant, determine and oversee ticketing methods to be executed internally
- Produce and distribute event resumes for program activities to include information for load-in, venue, repertoire, volunteer needs, schedules, contact information and all other logistical aspects
- Attend, manage and oversee all front-of-house and back-of-house aspects at all concerts and public-facing events/activities
- Regularly attend program activities such as rehearsals and other events to ensure smooth logistical operations

Management

- Interface with Bookkeeper/HR Specialist (contractor); oversee bookkeeping activities, including accounts receivable and accounts payable and annual budgeting process
- Review, classify and process receipts and invoices for payment
- Interface and manage the work of outside contractors which may include specialists in communications, development, marketing, etc. to ensure initiatives are fulfilled and priorities met

Miscellany

- Position description is not exhaustive and is intended to provide the prospective candidate with a sound understanding of the work at hand
- Other duties as assigned

Desired Attributes

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Highly refined interpersonal skills
- Embraces a diversity of opinions as well as a variety of inputs and lived experiences of colleagues, community partners and stakeholders
- Strong written and verbal communication skills
- Demonstrated proactive approaches to problem-solving
- Emotional maturity and situational empathy
- Proven ability to handle confidential information with discretion
- Adaptable to various competing demands and demonstrate the highest level of customer service and response
- Demonstrated ability to achieve goals and meet deadlines
- Forward-looking thinker who actively takes initiative to understand situations/opportunities and propose solutions and/or responses

Qualifications

- Bachelor's degree or equivalent
- 4+ years of experience in a management role
- Professional administrative experience in a nonprofit organization
- Working knowledge of concert production
- Advanced computer skills and ability to quickly learn and manage specialized database applications; prior experience with Salesforce and/or Veracross is helpful
- Microsoft Office, particularly Excel, Word, Outlook and PowerPoint; General working knowledge of Adobe Acrobat, database principles and familiarity with a PC environment

Compensation, Benefits and Workload

Compensation: \$55,000-\$65,000, commensurate with experience and qualifications

Benefits: Insurance: Health/Dental/Vision (100% of premium is employer-funded)

Youth Symphony of Kansas City is a family-friendly workplace with flex-time and family leave provided as necessary.

Workload: This position is a full-time, salaried position, with a general workweek structure of 9 a.m. - 5 p.m., Monday-Friday and Sundays. Weekday hours include a mix of in-office and remote work, while weekend hours – in particular, Sundays – are required in-person regularly between the months of August and May. Sundays and additional evening and non-traditional working hours are comped 1:1 as flex-time during the workweek.

Offers of employment are conditional upon the results of a criminal background check. This process will be executed during the final stages of the hiring process.

To apply: Send a letter of application, resume and a minimum of one personal and three professional references via email to hr@yskc.org. Materials should be in PDF or Microsoft Word format. No phone calls, please. Applications are held in strict confidence.

Priority Review Deadline: Friday, April 4, 2025; applications will be accepted until position is filled

EOE

Youth Symphony of Kansas City is committed to equity and inclusion by providing music education access to students of all racial classes, ethnicity and gender identification throughout rural, suburban and urban communities around and in the Kansas City area. Musicians of all religious, ethnic, income and cultural backgrounds are welcome.

Moreover, this commitment extends to staff and leadership opportunities, as well as building strong partnerships with organizations and entities that primarily serve or are owned by persons of color.

We believe in the unity that music can bring.

Youth Symphony of Kansas City Position Description – General Manager